



ENGINEERING DEPARTMENT

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Parklet Permits General Provisions

Location

1. Approved Parklet location shall be in the Downtown Mixed Use (DMU) Zone only.
2. Private and Hybrid Public/Private Parklet locations shall be directly adjacent to an eating/drinking establishment in the DMU Zone only.
3. Total number of parking spaces occupied by Parklets shall not exceed twelve (12) at any time.
4. Approved Parklet location shall be limited to one (1) per downtown block face.
5. Parklets occupying parallel parking spaces shall not exceed two (2) parking spaces per Parklet.
6. Parklets occupying angled parking spaces shall not exceed three (3) parking spaces per Parklet.
7. Parklet location shall not:
 - Be directly adjacent to any fire hydrant or fire department connection;
 - Be within active public transit service areas (e.g. bus stops);
 - Be directly over utility manholes or valve covers, including water shut-off valves;
 - Block or impede any driveway access;
 - Be located in a corner parking space unless protective bollards or a sidewalk bulb-out is present.

Design

1. Parklet shall be designed for easy removal; permanent fixture to the street, curb, or sidewalk of any kind is prohibited.
2. Parklet design shall not permanently mark, puncture, indent, crack or otherwise damage street, curb, or sidewalk surface.
3. Parklet design documents shall specify span lengths and support materials to be used for the body of the Parklet.
4. Parklet Deck shall maintain a 12-inch clear zone measured perpendicular to the gutter flow line to allow for stormwater drainage. Design shall prohibit the collection of debris underneath or within the deck structure.
5. Parklet Deck shall be designed to accommodate the crown and cross-slope of the street surface while maintaining a maximum deck cross-slope of 2%.
6. Parklet Deck surface shall be non-slip.
7. Parklet Deck shall include at least one access point designed to meet the requirements of the Americans with Disabilities Act (ADA) which includes, but is not limited to:
 - Maxim vertical gap ("lip") between decking and curb shall be ¼ inch;
 - Maximum running slope of 8.33%;
 - Maximum cross slope of 2%;
 - Landing space sufficient to accommodate the resting space and 60-inch diameter turning movement of a wheelchair.
8. Parklet seating where tables, counters, or drink rails are provided shall include at least one of each feature which is wheelchair accessible.

9. Parklet furniture/seating arrangement and design shall be specified within Parklet design documents for review/approval by City staff.
10. Parklet materials shall be of a quality and type capable of withstanding year-around weather without excessive deterioration or wear.
11. Railing shall be capable of withstanding a minimum 200 pound horizontal force.
12. No wall, planter, or rail may be lower or higher than 42 inches, as measured from the adjacent walking surface.
13. Parklet design shall maintain a minimum 5 foot clear pedestrian through-zone in the sidewalk corridor.
14. Parklet footprint shall maintain a 24 inch buffer zone between any structural element of Parklet design and adjacent parking spaces and travel lanes.
 - Wheel stops may be installed to delineate buffer zone area at the expense of the applicant upon approval from the City of Milwaukie Engineering Department.
15. Parklet design shall include a physical barrier along portions of the Parklet which are adjacent to travel lanes. Barrier design shall maintain clear visual sightlines from the Parklet to the street.
16. Parklets shall be designed to include a physical barrier between Parklet and adjacent parking spaces capable of withstanding light vehicular impact.
 - Additional delineation and traffic safety measures may be required by the City of Milwaukie Engineering Department.
17. Parklet design shall not include loose particle materials such as sand or loose stone.
18. Parklet Canopies, Covers, or Roof Structures shall:
 - Be designed to withstand wind and snow loads specified by Milwaukie Engineering Department including uplift forces which may require design revisions to the parklet itself;
 - Be designed to prohibit the concentration of stormwater runoff unless collected in a system approved by the City of Milwaukie Engineering Department;
 - NOT create visual obstruction to adjacent businesses storefronts and identifying signage.
19. Public and Public/Private Parklet design shall include required signage as provided by the City of Milwaukie Public Works Department.
20. Lighting extended across a sidewalk to the Parklet shall be a minimum of 96 inches above the sidewalk surface.
21. Portable outdoor gas-fired heating appliances:
 - Are prohibited inside of tents, canopies and membrane structures;
 - Shall be located at least 5 feet from building;
 - Shall not be located beneath or closer than 5 feet to combustible overhangs, sunshades, or similar combustible attachments to buildings;
 - Shall comply with Oregon Fire Code: Building Services and Systems Section 603.4.2.

Installation

1. Parklet construction shall not begin until final design approval is received from the City of Milwaukie Engineering Department.
2. Parklet construction shall not progress beyond specified inspection points without approval from City inspection staff.

Maintenance

1. Daily Maintenance Requirements include, but are not limited to:
 - Locking up or stowing all moveable tables and chairs prior to the close of business;
 - Stowing or removing all food and drink service equipment prior to the end of service hours;
 - Sweeping the Parklet surface and the surrounding area;
 - Watering and maintaining the Parklet's vegetation;
 - Cleaning the Parklet platform, seating, and other Parklet elements;
 - Removal of any debris, litter, grime, or graffiti from the Parklet;
 - Replacement of any failing Parklet elements or components.
2. Weekly Maintenance Requirements include, but are not limited to:
 - Rinsing the area beneath the Parklet surface;
 - Removal of any debris that is impeding drainage flow along the curb and gutter flow line;
 - Providing pest control (if necessary).
3. Annual Maintenance Requirements include, but are not limited to:
 - Renewal of Parklet Permit;
 - Payment of applicable renewal fees;
 - Replacement of Parklet components which have sustained significant wear and tear;
 - Submittal of an updated certificate of liability insurance which lists the City of Milwaukie as an additional insured.

Removal

1. Conditions requiring temporary Parklet removal and off-site storage include, but are not limited to:
 - Planned streetscape, utility, or roadway improvement construction;
 - Planned franchise utility improvement construction;
 - A public safety emergency;
 - Emergency infrastructure repairs.
2. Temporary Parklet removal and off-site storage shall be completed at the cost of the Applicant.
3. Conditions requiring permanent Parklet removal include, but are not limited to:
 - Failure to comply with maintenance requirements;
 - Circumstances which cause the Parklet to become a major public safety hazard as determined by the Engineering Director.
4. Parklet removal shall not be considered complete until all areas occupied by any Parklet component within the public right-of-way are returned to pre-existing or better condition.
5. Final acceptance of Parklet removal shall be granted by City inspection staff.

Required Submittals

1. Parklet Location and Context Plan which shall include the following:
 - Footprint of the proposed Parklet;
 - Surrounding building footprints and entrances;
 - Sidewalk width;
 - Existing parking stalls;
 - Existing curb cuts and driveways;
 - Adjacent bike and travel lanes;
 - All surface obstructions within 15 feet of the proposed area (e.g. fire hydrants, utilities, street lights, parking meters, street trees and tree wells, etc.);
 - Required set-backs and clear zones from adjacent parking stalls.
2. Detailed Design Plan which shall:
 - Specify materials to be used;
 - Demonstrate how the design meets all ADA requirements;
 - Specify plant types and/or species to be used;
 - Include Parklet dimensions and elements;
 - Detail proposed furniture layout;
 - Detail how the design maintains positive stormwater drainage flow at the curb line.
3. Parklet Elevations which shall include:
 - Various elements included in the design;
 - Materials to be used;
 - Dimensions of platform, Parklet elements and buffer areas;
 - Sidewalk width, building front, and surface obstructions.
4. Construction Drawings which shall include:
 - Confirmation of all dimensions and materials to be used in the design;
 - Any hardware such as fasteners to be used in the construction process;
 - A detail which demonstrates that curb height and street cross slope are accommodated;
 - A site plan which identifies construction limits;
 - Structural and wind/snow load calculations for any coverings.
5. Temporary Traffic Control Plan for Parklet construction which conforms to the Oregon Temporary Traffic Control Handbook for Operations of Three Days or Less and shall include:
 - Construction work hours;
 - Proposed lane closures;
 - Dimensioned location of cones and taper lengths;
 - Dimensioned location of signs.
6. Completed Parklet Application Form: <http://www.milwaukieoregon.gov/economicdevelopment/downtown-parklet-program>
7. Completed Right-of-Way Permit Application Form: